



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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October 4, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42 II, provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42 III, states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested retroactive to the date specified for that position.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

Lorrie A. Rudis
Director of Personnel

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Division of Personnel
Reclassification Waiver Per Chapter 21-l:56
Governor and Council Meeting Date: October 04, 2022

Reclassification Request:

- The Department of Military Affairs and Veterans Services requests the reclassification of vacant position #19807, Building and Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic II, Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic, Labor Grade 12, A130 effective upon G&C approval.

Rationale for Decision:

- The Department of Military Affairs and Veterans Services is requesting to reclassify this vacant position to a Maintenance Mechanic II in order to maintain sustainability in operating costs by contracting fewer external maintenance services.
- The Maintenance Mechanic II will perform skilled and semi-skilled tasks in the maintenance, repair, and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans Services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22450000-010.
3. Anticipated date of hire is: 10/21/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$39,314
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$39,866
Benefits	<u>\$42,023</u>
Total	\$81,889

Projected Annual Cost:

Salary	\$34,279
Benefits	<u>\$28,161</u>
Total	\$62,440

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 04, 2022

Reclassification Request:

- The Department of Health and Human Resources requests the reclassification of vacant position #11743, Supervisor III, Labor Grade 23, A000 to a Business Administrator I, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator I, Labor Grade 21, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Business Administrator I in the Bureau of Finance & Procurement to perform business, fiscal and administrative activities to support the Finance Office.
- The Business Administrator I will coordinate business activities related to personnel management, prepare financial reports, and make recommendations for business operations. This role will establish and implement monitoring procedures, audit invoices and purchase orders, analyze and interpret reports and metrics, and provide training.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 10/21/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$48,196
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$56,645
Benefits	<u>\$45,744</u>
Total	\$102,389

Projected Annual Cost:

Salary	\$45,826
Benefits	<u>\$30,722</u>
Total	\$76,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 04, 2022

Reclassification Request:

- The Lottery Commission requests the reclassification of vacant position #14419, Lottery Sales Assistant , Labor Grade 9, A000 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective upon G&C approval.

Rationale for Decision:

- The Lottery Commission is requesting to reclassify this vacant position to a Human Resources Technician in the Human Resources Unit to perform support operations and activities and provide training, technical assistance and guidance with the implementation of personnel functions within the agency.
- The Human Resources Technician will provide support to the Human Resources Administrator and Unit in the areas of: department payroll and personnel transactions, time management, recruitment, performance management and will initiate necessary transactions to correct errors in order to facilitate accurate compensation and leave records/reporting
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Lottery Commission's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 06-83-83-500100-20280000-010.
3. Anticipated date of hire is: 11/4/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$40,450
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$31,388
Benefits	<u>\$27,529</u>
Total	\$58,917

Projected Annual Cost:

Salary	\$39,042
Benefits	<u>\$29,217</u>
Total	\$68,259